

BILL NO. 57 -2007

AN ORDINANCE

AN ORDINANCE AMENDING THE FULL-TIME EMPLOYEE POSITIONS FOR  
THE CITY OF READING FOR THE FISCAL YEAR 2007.

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Full-Time positions for the City of Reading's fiscal year beginning January 1, 2007, and ending December 31, 2007, shall be as set forth in Exhibit A attached hereto and made a part hereof.

SECTION 2. Amending the Fire Department to add 10 (ten) new firefighter positions.

SECTION 3. This Ordinance shall become effective 10 days from the passage of Council.

Enacted

2007

President of Council

Attest:

City Clerk

(LAW DEPT.)

Submitted to Mayor:

Date: 7-10-07

Received by the Mayor's Office:

Date: 7-12-07

Approved by Mayor:

Date: 7/16/07

Vetoed by Mayor:

Date: \_\_\_\_\_

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original Ordinance passed by the Council of the City of Reading, on the 9<sup>th</sup> day of July, A. D. 2007. Witness my hand and seal on the said City this 13 day of July, A. D. 2007.

CITY CLERK

**City of Reading  
Listing of Positions  
For the 2007 Operating Budget**

<i>Division</i>	<i>Position Title</i>	<i>2007 # of Employees</i>
<b>Mayor</b>	Administrative Assistant To The Mayor	1
	Executive Assistant To The Mayor	1
	Mayor	1
		<hr/> 3
<b>Managing Director</b>	Managing Director	1
	Executive Secretary/ Admin Aide	1
		<hr/> 2
<b>Call Center</b>	Call Center Manager	1
	Customer Service Representatives	3
		<hr/> 4
<b>Office of Neighborhood Development</b>	Neighborhood Development Manager	1
		<hr/> 1
<b>City Auditor</b>	City Auditor	1
	Auditing Coordinator	1
		<hr/> 2
<b>City Council</b>	Council President	1
	Council Member	6
	Assistant City Clerk	1

	Administrative Assistant	1
	City Clerk	1
		<hr/>
		10
<b>Treasurer</b>		
	Clerk Typist II	3
	Chief Clerk	1
		<hr/>
		4
<b>HR-Personnel/Pension</b>		
	Affirmative Action Officer/Recruiter	1
	Confidential Secretary	0.75
	Human Resources Coordinator - Benefits	1
	Human Resources Coordinator - Pension	1
	Human Resources Supervisor	0.5
	Human Resources Director/Risk and Safety	0.5
		<hr/>
		4.75
<b>Solicitor</b>		
	Solicitor	1
	Confidential Secretary	1
	Executive Secretary/ Admin Aide/Paralegal	1
	Legal Specialist	2
		<hr/>
		5
<b>Finance Director</b>		
	Budget Analyst	0
	Confidential Secretary	1
	Finance Director	1
	Floater - Finance	2
	Grant Writer	1
		<hr/>
		5
<b>Garage</b>		
	Maintenance Mechanic	7
	Maintenance Worker I/Parts Person	1
	Secretary	1
	Small Engine Repairperson	1
	Foreman	1
		<hr/>
		11
<b>Purchasing</b>		

	Purchasing Coordinator	1
		<hr/> 1
<b>CD Planning</b>		
	Secretary	0
	Zoning Technician	1
	Planner II	1
	Planner I	0
	Planning and Zoning Division Manager	0
		<hr/> 2
<b>CD Administration</b>		
	CD Specialist & Historian	0.9
	Confidential Secretary	1
	CD Director	0.5
		<hr/> 2.4
<b>Accounting</b>		
	Accounting & Treasury Manager	1
	Accountant	1
	Accounting Clerk	1
	CD Specialist	0.25
	Payroll Clerk	1
	Revenue Accountant	1
		<hr/> 5.25
<b>Tax Administration</b>		
	Budget/Tax Manager	1
	Tax Supervisor	1
	Tax Examiner	1
	EIT Analyst	1
	Tax Specialist	1
	Accounts Coordinator	1
	Secretary	1
	Delinquent Tax Collector	1
	Tax Clerk II	5
	Mailroom/Tax Clerk	0.5
	Clerk Typist II	1
		<hr/> 14.5
<b>Mailroom</b>		
	Mailroom/Tax Clerk	0.5
		<hr/> 0.5
<b>Information Technology</b>		
	GIS Analyst - Sewer	1

GIS Coordinator	1
Application Specialist	1
Network Analyst	0
Network Administrator	1
Developer	1
Clerk Typist II	1
Web Developer	1
System Support Analyst	1
IT Manager	1
Lead Developer	1
Technical Trainer	0
	<hr/>
	10

#### **Budget**

Budget/Tax Manager	0
	<hr/>
	0

#### **Traffic Engineering**

Traffic Planner	0.5
Services Division Manager	0
Equipment Operator II	1
Tradesman	0
Traffic Engineering Technician	2
Maintenance Worker I/Signmaker	1
Secretary	0.4
Equipment Operator I	1
	<hr/>
	5.9

#### **Police - Criminal Investigations**

Investigator	0
Captain 3-3	1
Criminal Investigator	28
Lieutenant	1
Police Officer	3
Police Officer/FTO	1
Court Liason	1
Sergeant	6
	<hr/>
	41

#### **Police - Special Services**

Inspector	1
Lead Clerk/Trainer	1
Police Officer	6

Police Officer/FTO	1
Telecommunicator Supervisor	1
Telecommunicator I	1
Telecommunicator II	14
Records Clerk	5
Records Operations Supervisor	1
TAC Officer	1
Lieutenant	2
Secretary - Police Academy	1
Sergeant	4
Shift Supervisor	1
	<hr/>
	40

#### **Police - Patrol**

Captain	2
Clerk Typist I	1
Lieutenant	4
Police Officer	115
Police Officer/ ACT CI	2
Police Officer/FTO	8
Police Trainee	7
Inspector	0
Sergeant	18
TAC Officer	0
Radio Dispatcher Supervisor	0
Complaint Clerk	0
Radio Dispatchers	0
	<hr/>
	157

#### **Police - Administration**

Chief of Police	1
Deputy Chief of Police	1
Confidential Secretary	1
Sergeant	3
Inspector	1
Police Officer/FTO	0
	<hr/>
	7

#### **Fire Administration**

Clerk Typist II	1
Administrative Officer	1
Fire Chief	1
First Deputy Chief	4
	<hr/>

		7
<b>Fire Bargaining Unit</b>		
	LT Fire Prevention Officer	1
	Fire Marshal	1
	Lt Fire Training Officer	1
		<hr/> 3
<b>Fire Suppression</b>		
	Second Deputy Chief	
	2nd Deputy Chief	4
	Firefighter IV	106
	LT Fire Suppression Officer	4
		<hr/> 114
<b>EMS</b>		
	Deputy Chief/EMS Mgr	1
	EMS Lieutenant	4
	Paramedic	20
	Transport Coordinator	1
	Wheelchair Van Driver	3
		<hr/> 29
<b>Codes - Development &amp; Inspection</b>		
	Building Inspector	1
	Development and Inspection Clerk	5
	Electrical Inspector	1
	Health Inspector II	2
	Health Officer	1
	HVAC Inspector	1
	Plumbing Inspector	1
	Property Maintenance Inspector	16
	Clerk	0
	Secretary	0
		<hr/> 28
<b>Codes Administration</b>		
	Property Improvement Division Manager	1
	Codes Administrator	1
	Zoning Administrator	1
	Building Official	1
		<hr/> 4
<b>Public Works</b>		
	Confidential Secretary	1

	Public Works Director	1
	Secretary	0
		<hr/> 2
<b>Engineering</b>		
	Traffic Planner	0.5
	Engineering Aide IV	0.5
	Engineering Aide III	1
	Secretary	0.6
	Services Division Manager	0
		<hr/> 2.6
<b>Highways</b>		
	Equipment Operator II	17
	Secretary	0.25
	Foreman	2
	Highways Supervisor	
	Operations Division Manager	0.33
		<hr/> 19.58
<b>Library Administration</b>		
	Director of Libraries	1
	Assistant Director of Libraries	1
		<hr/> 2
<b>Library - Circulation</b>		
	Librarian I	1
	Librarian II	2
	Librarian III	1
	Library Technician II	2
	Library Technician III	4
		<hr/> 10
<b>Library - Reference</b>		
	Bookmobile Operator	1
	Head Custodian	1
	Librarian II	4
	Librarian III	1
	Librarian Tech II	1
	Maintenance Worker II	1
		<hr/> 9
<b>Library - Children Services</b>		
	Library Technician II	1
	Library Technician III	1
	Librarian II	0
		<hr/>

<b>Parks</b>		2
	Custodian II	1
	Equipment Operator II	1
	Equipment Operator III	4
	Foreman	2
	Maintenance Worker I	1
	Maintenance Worker II	3
	Maintenance Worker III	2
	Operations Division Manager	0.33
	Secretary	0.25
		<hr/>
		14.58

<b>Recreation</b>		
	Superintendent of Recreation	1
	Custodian III	1
	Secretary	0.25
	Operations Division Manager	0
	Recreation Supervisor	2
		<hr/>
		4.25

<b>Public Property</b>		
	Foreman	2
	Tradesman	6
	Operations Division Manager	0.33
	Secretary	0.25
		<hr/>
		8.58

<b>CD - HUD</b>		
	CD Specialist II	1
	CD Specialist III	1
	CD/Hist Preserv Specialist	0.1
	Community Development Director	0.5
	Confidential Secretary	0.5
	Fiscal Officer	0.75
	Rehab Specialist	2
		<hr/>
		5.85

<b>Water Administration</b>		
	Foreman	1
	Customer Service Rep.	2
	GIS/CAD Technician	1
	Engineering Aide III	1
	Distribution Engineer	1
		<hr/>

		6
<b>Water Collection</b>		
	Equipment Operator I	1
	Equipment Operator II	1
	Equipment Operator III	1
	Foreman	1
	Maintenace Worker II	6
	Superintendent	1
		<hr/>
		11
<b>Water Purification</b>		
	Centrifuge Oper. I.	1
	Chemist	1
	Chief Operator	1
	Clerk Typist II	1
	Foreman	1
	Lab Supervisor/Bact.	1
	Maintenance Worker II	5
	Tradesman	1
	Water Plant Oper. I	1
	Water Plant Oper. II	3
	Water Quality Oper. II	0
		<hr/>
		16
<b>Water Distribution</b>		
	Equipment Operator II	3
	Field Investigator	3
	Foreman	6
	Foreman - Crew	1
	Foreman - Service	1
	Maintenance Mechanic II	1
	Maintenance Worker II	8
	Maintenance Worker III	6
	Superintendent	1
		<hr/>
		30
<b>Self - Insurance</b>		
	HR Assistant III (Safety & Risk Manager)	1
	Director of Human Resources	0.5
	Human Resources Supervisor	0.5
	Light Duty Position	1
	Confidential Secretary	0.25
		<hr/>
		3.25

## Sanitary Sewers

System Superintendent	1
Foreman	1
Equip Op II	10
Maint Worker III	1
GIS Analyst	0
Engineer Aide IV	0.5
Engineer Aide III	1
	<hr/>
	14.5

## WWTP

Maint Supv	1
Belt Press Op I	3
Belt Press Op II	0
Biosolids Supv	0
Cert Oper/Shift Sup	6
Chemist	1
Operations Supv	1
Elec/Elect Field Eng	1
Elec/Inst Tech	1
Utilites Div Manager	1
Env Prog Coord	1
Equip Op II	1
Foreman	0
Lab Supv	1
Lab Tech	4
Maint Worker II (Mech)	3
Maint Worker III	4
Pump Tender (Fritz Is)	4
Secretary	1
Serv Utility Person	7
Sew Plant Op I (6th St.)	4
Sew Plant Op I (Fritz Is)	2
Sew Plant Op II (Fritz Is)	2
Superintendent	1
Tradesman (Elec)	2
	<hr/>
	52

## Recycling

Clerk I	1
Clerk Typist II	1
Equipment Operator II	2

Solid Waste	
Coordinator/Environmental	1
Environmental Services Division Manger	0
	<hr/>
	5

*Number of Full Time Employees*

731.50